



Manager's Report

For Council Meeting 10/8/02

FINANCE

Listed below are the new businesses licensed during this period:

<u>Business Name</u>	<u>Address</u>	<u>Business Type</u>
Blue Ridge Decks	1003 Nelson Ct NE	Deck Co
Blue Ridge Grill	955 Edwards Ferry Rd NE	Restaurant
David C Culbert, PLC	30 C Catoctin Cr SE	Law Firm
Fortivo Corp	206 Stoneledge Pl NE	Consulting
Goins Handyman Services	533 Richmond Sq NE	Handyman Service
Hilgartner Chiropractic Clinic PC	102 Dry Mill Rd #102	Chiropractic
Horton, Erickson & Taylor Inc	15 A Loudoun St SW	Land Surveying
House of Chicken	119 Ft Evans Rd NE	Restaurant
JET Landscape & Chemicals	316 Valley View Ave SW	Lawn Service
Lindsey, Patrick F	14 Pershing Ave NW	Retail Sales
Marinetto, Kim	803 Larch Valley Ct NE	Direct Sales
Novaits LLC	508 Kalmia Sq NE	IT Consulting
Pasztor, Joanne M	223 Loudoun St SE	Hairdresser
Quiksilver Factory Stores	241 Ft Evans Rd NE #1135	Retail – Clothing
Red Apple Restaurant	962 Edwards Ferry Rd NE	Restaurant
Swizzle Star Technologies	672 Gateway Dr SE #604	Internet Web Hosting
The Left Bank	21 Wirt St SW	Picture Framing

HUMAN RESOURCES

Pursuant to Section 4-3 of the Town Charter, the following personnel actions have occurred since the last report:

New Hires and Terminations for the Period August 24 through September 6, 2002

<u>New Hires</u>	<u>Position</u>	<u>Department</u>
Thomas Chaffins	Utility Construction Inspector	Utility Lines
Michelle Dick	Assistant Pool Supervisor	Parks and Recreation
David Evans	Front Desk Supervisor	Parks and Recreation
Jorge Farromeque	Custodian	Parks and Recreation
Amber Janak	Assistant Fitness Supervisor	Parks and Recreation
Christopher Johnstone	Zoning Inspector	Planning and Zoning
Steve Melnikoff	Utility Construction Supervisor	Utility Lines
Liliana Susanivar	Custodian	Parks and Recreation

<u>Resignations</u>	<u>Position</u>	<u>Department</u>
None		

Training:**Safety Committee Members Attended VML Regional Workshop**

Nancy Fixx, Rodney Lloyd, John Lyons and Bonnie Darr attended the Virginia Municipal League Regional Fall Workshop in Fredericksburg, VA, on Friday, September 27th. Topics of interest were "Elements of a Strong Safety Program," "Employee Theft Loss Control," and "Workers' Compensation – Salary Continuation Policy."

Wellness Program

Fifty-seven employees participated in a Health Screening on Monday, September 30th sponsored by the Town of Leesburg and Loudoun Hospital's Mobile Health Unit. We offered a blood pressure check, cholesterol check, diabetes check, vision and hearing tests. The Mobile Health Unit was at the Maintenance Facility in the morning and the Town Government Center in the afternoon.

PLANNING AND ZONING**CURRENT PLANNING DIVISION ACTIVITY****Plans accepted for review during the period September 17, 2002 – October 3, 2002**

- ECHO Entrance Road and Waterline Extension, P/F Development Plan (DP 2002-02), 2nd Submission
- Loudoun County Rescue Squad Boundary Line Adjustment (BLA 2002-06), Signature Sets
- Deli South/Virginia Village Shopping Center Sketch Plan, 1st Submission
- Rehau Sanitary Sewer Extension Easement Plat, 3rd Submission
- Rehau Sanitary Sewer Extension Deed, 1st Submission
- Rehau Waterline Easement Plat, 1st Submission
- Harvest Square, Lots 1 & 2 P/F Development Plan, 1st Submission
- Leesburg Station Carwash P/F Development Plan (DP 2002-22), 1st Submission
- Potomac Crossing (Community Park) P/F Development Plan Authorization, 1st Submission
- Potomac Station (Retail, Parcel B) Final Development Plan (DP 2000-13), 2nd Submission
- Stowers (Phase 2, Section 3) Final Subdivision Plat, 2nd Submission
- Stowers (Phase 2, Section 3) Deed, 1st Submission
- Edwards Landing (Recreation Center) Final Development Plan (DP 2001-10), 3rd Submission
- Potomac Station (Retail, Parcel B) Minor Subdivision Plat, 1st Submission
- Stratford (Landbay E, Multifamily) Final Development Plan, 3rd Submission
- Stratford (Landbay E, Multifamily) Architectural Elevations, 1st Submission
- Beauregard Estates, Phase 5 Final Subdivision Plat, 2nd Submission
- ECHO Entrance Road and Waterline Extension Easement Plat, 1st Submission
- Potomac Station, Section 10 Final Subdivision Plat, Signature Sets
- Battlefield Shopping Center Easement Plat, 1st Submission
- Kincaid Forest, Section 10B, 10C & 11 (Trail) Vacation Easement Plat, 2nd Submission
- Stratford (Landbay E, Multifamily) Easement Plat, 2nd Submission
- Stratford (Landbay E, Multifamily) Deed, 1st Submission

- Ida Lee Park (Soccer/Lacrosse Field #3) P/F Development Plan, 3rd Submission

Plans reviewed during the period September 17, 2002 – October 3, 2002

- Barber & Ross Building Addition Sketch Plan, 1st Submission
- Tollhouse Center Office Building P/F Development Plan Authorization, 2nd Submission
- Ida Lee Park (Soccer/Lacrosse Field #3) P/F Development Plan, 3rd Submission
- Potomac Crossing, Section 7B Minor Subdivision Plat, 1st Submission
- Beauregard Estates, Phase 5 Construction Drawings, 4th Submission
- Potomac Station, Section 10 Final Subdivision Plat, Signature Sets
- Stowers (Recreation Center) Final Subdivision Plat (RPA-560), 1st Submission
- Deli South/Virginia Village Shopping Center Sketch Plan, 1st Submission
- ECHO Entrance Road and Waterline Extension Easement Plat, 1st Submission
- Battlefield Shopping Center Easement Plat, 1st Submission
- Stratford (Landbay E, Multifamily) Easement Plat, 2nd Submission
- Stratford (Landbay E, Multifamily) Deed, 1st Submission
- Rehau Waterline Easement Plat, 1st Submission

COMPREHENSIVE PLANNING**Special Exceptions**

SE 2002-01: 309 Parker Court – For a vehicle sales and repair facility (accessory use). The Planning Commission voted to recommend approval of this application (as recommended by staff) at the September 5th meeting. A worksession will be held October 7th and a public hearing will be held October 8th before the Town Council.

SE 2002-02: God's Children Learning Center – Located at 101 Davis Avenue, for a commercial childcare center. The Planning Commission public hearing was held August 1st. The revised application is on the October 3rd Planning Commission agenda for discussion and vote. The application is tentatively scheduled for a Town Council preview on October 21st.

SE 2002-03: Catoctin Circle First Citizens Bank – This application was officially accepted for processing on June 25th. The application is for a bank with 4 drive-thru lanes. The Planning Commission worksession took place September 5th and the public hearing was held September 19th. This item is on the October 3rd Planning Commission agenda for action.

Rezoning

Stratford Concept Plan, Proffer Amendment, and Town Plan Amendment: Reactivation of ZM 159 to study and revise the commercial section of the concept plan. A Planning Commission preview was held on April 18th and the Public Hearing was held on May 2, 2002. The Planning Commission held worksessions on May 9th and May 23rd and has scheduled a site visit and worksession for June 17, 2002. The Planning Commission voted to recommend denial on June 20, 2002. A public hearing before the Town Council has not been scheduled.

ASE/Airport Commerce Park – Concept Plan/Proffer Amendment: The applicant is seeking to amend rezoning #ZM-80 to amend the concept development plan and proffer statement to permit the reconfiguration of the internal roadway and lots. A preview before the Planning Commission was

scheduled for September 5, 2002 but the applicant is making revisions and has chosen to postpone this preview until a date yet unknown.

ZM 2002-02 Loudoun County Courts Project, Proffer Amendment: The applicant is seeking to amend proffers to allow for parking to be constructed in phases. A preview before the Planning Commission is tentatively scheduled for October 17th and a public hearing is tentative scheduled for November 7th.

ZM 2002-03 Church of Jesus Christ of Latter Day Saints, Concept Plan and Proffer Amendment: Located at the intersection of Battlefield Parkway and Balls Bluff Road, the applicant is seeking to amend the concept plan and proffers to allow for a church (approximately 18,500 square feet in size).

ZONING PERMITS ISSUED 02-1238-1307

Zoning Permits Issued Residential

Kincaid Forest 1 SFD @ \$150,000
Kincaid Forest 1 SFD @ \$105,000
Stratford 4 Duplex @ \$80,000
Potomac Crossing 10 SFD @ \$105,000
Stowers/Evergreen Mills 12 SFD @ \$100,000

Zoning Permits Issued Commercial

3 Cardinal Park Drive SE Tent for Leesburg Honda

Occupancy Permits Residential

Kincaid Forest 3 SFD
Edwards Landing 10 SFA
Tavistock Farms 4 SFA
Drymill 1 SFA
Beauregard Heights 1 SFD
Potomac Station Apartments Building A
Exeter Hills 1 SFD
Potomac Station 4 SFD

Occupancy Permits Commercial

None Issued

WATER & SEWER ADMINISTRATION

During this time frame there were 81 Public Facility Permits issued totaling \$808,674.00; 53 work orders issued for meter sets and 32 requests for occupancy inspection were issued.

Capital Projects Update

- Cardinal Park Sewer – Contractor has finished all work on Cardinal Park Drive, Catoctin Circle, Dry Mill Road, Queen Street, Washington Street and Tuscarora Drive. Work continues on the King Street portion.
- Evergreen Mill sewer forcemain construction has begun, with the portion in Alpine Drive completed, work on Evergreen Mill Road has begun.

- During this period nine plans were reviewed for development within the service area. Also five requests were processed for water and sewer modeling.
- The Woodlea Manor low pressure report was presented to Town Council and the Woodlea Manor Home Owners Association. The report proposed creation of a mini-pressure zone in Woodlea Manor Subdivision. A change order has been requested to amend the engineer's contract for the design of this station.
- The tank siting report has been completed and will be presented to Town Council on October 7th, 2002.
- A total of six proposals were received for the engineering services related to the expansion of the Water Plant from 10mgd to 15mgd. Interviews will be conducted by the end of October.

WATER SUPPLY DIVISION

Training:

Russell Chambers, Lewis Owens and Jamie Matthews attended the Waterworks Operator Conference in Charlottesville, VA on September 25, 2002. The conference was sponsored by the Virginia Section AWWA.

WATER POLLUTION CONTROL DIVISION

BIOSOLIDS PRODUCT DISTRIBUTION

Interest in the biosolids product from town citizens and others continues at a slower pace due to the time of year. Trademark protection for the modified name (Tuscarora Landscaper's Choice) has been received and the Distribution and Marketing Programs will be presented to Council for final action soon. The following quantities of product have been distributed through September 30, 2002:

- Town Property – 114.81 tons used on 84 acres
- Town citizens – 50.13 tons distributed to 292 citizens
- Town employees – 6.41 tons to 52 employees for promotion
- Permitted sites – 259.15 tons on 4 farms
- Generic product wholesale – 49.0 tons to a golf course, a nursery, 2 lawn maintenance companies and a topsoil blending company.

VIRGINIA BOARD FOR OPERATORS

Steve W. Cawthron, Superintendent WPCD, was elected Chairman of the Virginia Board for Waterworks and Wastewater Works Operators, a state regulatory board for all licensed operators. Mr. Cawthron is serving in his first 4-year gubernatorial appointment and has been Vice-chairman of this board for the past 2 years.

UTILITY LINES DIVISION

Training:

- Held fire hydrant & valves training at shop (sponsored by Mueller Company).
- Routine items include: turn on's and off's; water meter readings; complaint investigations; rodding & cleaning sanitary sewer trouble spots; marked w/s lines for contractors & citizens; vehicle & ditch maintenance; bush hogging;
- Replacing manhole frame & covers on Harrison St. & Loudoun St. to prepare for paving. Drilling meter lids to prepare for meter change out.

Summary Programs

New connections to town utility system: 62

Total number of water leak repairs: 1

Responded to 530 requests to locate utilities (Miss Utility).

TOWN OF LEESBURG

Full-time vacancies as of October 4, 2002

Department	# Vacs	Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Accept
Econ Dev	1	Admin Associate II	3/9/01	√	√	<u>On hold</u>			
	1	Director	7/11/02	√	√	√	√	√	√
Eng & PW	1	Maintenance Worker I	4/4/02	√	√	√	√		
	1	Maintenance Worker II	6/20/02	√	√	√			
	1	Senior Engineer	7/1/02	√	√				
P&Z	2	Senior Planner	7/1/02	√	√				
	2	Planner	7/1/02	√	√				
Police	5	Police Officer	7/1/02	√	√	√	√		
	1	Police Officer	8/9/02	√	√				
Util Admin	1	Senior Engineer	7/1/02	<u>On hold</u>					
Util Lines	1	Inspector	7/30/02	√	√	√	√		
	1	Infiltration/Inflow Tech	7/31/02	√	√				
Water	1	Utility Operator	10/1/02	√	√	√	√	√	
Wastewater	1	Sr Operator	7/1/02	√	√				
	1	Operator	7/20/02	√	√	√	√		
<u>TOTAL</u>	21								

R.S. Noe